

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF MICHIGAN  
PROBATION AND PRETRIAL SERVICES OFFICE**

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**REPLY TO: Grand Rapids**

100 N. Front St., Ste. 202  
PO Box 906  
Marquette, MI 49855  
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July 14, 2014

**REQUEST FOR PROPOSAL NOTIFICATION LETTER**

Dear Program Directors:

The Request for Proposal (RFP) for Blanket Purchase Agreements (BPA) is now on our website and is broken down by catchment area. Please review this letter carefully as it provides important information relating to the RFP and the RFP submission deadline.

The RFP contains the full text of all applicable Government regulations, and all offerors are subject to the provisions contained in the RFP. In responding to the RFP, you should answer fully each item and supply all information requested. Section "L" provides specific directions for potential vendors in completing their proposals. This section provides step-by-step instructions and should answer all questions that you may have. Please note, copies of licenses and credentials must be provided. If agencies choose to subcontract with another agency, all documentation regarding staff and separate certification statements must be provided for the "subcontractor(s)". Also, please carefully consider the references that are being submitted on Attachment D with the proposal, as described on page L-4. Please do not use U.S. Probation employees as references.

**All proposals will be evaluated by the criteria identified in Section "M."**

Proposals will be awarded on the basis of initial offers submitted, and each initial offer should contain your organization's best terms from a price and technical standpoint. There will be no additional opportunity to modify your proposal.

Please read the RFP carefully; do not rely on knowledge of previous RFPs, or knowledge of previous federal procurement procedures.

The estimated monthly quantity listed in Section "B" of the RFP is the estimate of the services to be provided during the term of this agreement. It is only an estimate.

Although the Government may choose to enter into a Blanket Purchase Agreement with multiple vendors, the Government reserves the right to award to a single vendor.

The term for this Blanket Purchase Agreement is 12 months, with a provision that shall allow the Government to unilaterally extend the agreement for an additional 2 years, at the Government's discretion.

A vendor must be capable of providing all services identified in Section "B" and within the geographic area identified in Section "B."

For all proposals, an original must be received no later than **Wednesday, August 13, 2014, at 4:00 pm**. Additional copies are not required.

All proposals must be originally signed. A copy of the Blanket Purchase Agreement, Clauses and Terms of Agreement, should be retained by the vendor for their files. **Please do not submit proposals in binders or notebook.**

**All questions or clarifications should be submitted via e-mail to my attention at:**

Sheryl\_Fett@miwp.uscourts.gov

Responses to questions will be posted on the website under the Frequently Asked Questions section for all to view. Please check the website frequently for these updates. **All questions must be submitted by 2:00 pm on Friday, August 8, 2014.** No further questions or clarifications will be answered after this date.

In addition, an Offerors' Conference will be held on Wednesday July 23, 2014 at 1:30 pm on the 2nd Floor, in the Jury Assembly Room 201, of the Grand Rapids Federal Building, 110 Michigan NW, Grand Rapids, Michigan. Please come prepared to go through security, having photo identification and no cell phones on your person. For those in the Upper Peninsula, you will be able to attend this meeting via video conference in the U.S. Probation Office, 100 N. Front St., Ste. 202, Marquette, Michigan. It is anticipated this conference will last approximately one hour. The minutes of this conference will be placed on the website following the conference.

Sincerely,

Sheryl R. Fett  
USPO, Drug & Alcohol Treatment Specialist